

**TEWKSBURY HOUSING AUTHORITY**  
**REGULAR MEETING**  
**July 14, 2014**

**MEETING OPENED: 4:10 pm**

**PRESENT:** Louise A. Gearty, Chairman; John Deputat, Vice Chairman; Linda Brabant,  
; Marc DiFruscia, Treasurer; Robert Demers, Asst. Treasurer, State Appointee;  
Melissa Maniscalco, Executive Director

**ABSENT:** None

1. Motion by John Deputat, seconded by Bob Demers, to approve the minutes of June 16, 2014 as presented. **Upon roll-call the motion passed by a vote of 4-0.**
2. Motion by John Deputat, seconded by Linda Brabant, **unanimously voted to authorize and approve bills for July 2014.**
  - a) The Executive Director reviewed with the board the Budget Comparatives received by the authority's fee accountant, Richard Conlon, for the period 1/1/14 to 6/30/14. She explained that MA139 is currently over budget for contract costs. This is due to unit turn over and it should level off.
  - b) DHCD released notices 2014-04-July and 2014-13. Notice 2014-04-July is about the preventative maintenance monthly reminders. The reminders were passed out by the director to all maintenance personnel. 2014-13 is a notice about DHCD's development of an online application and Centralized Waitlist system for state- aided public housing. DHCD has been working with a technology staff and is currently looking for 10 housing authorities to serve as advisors and test pilots. Due to the timeframe and time that DHCD is needs for this, the authority could not commit at this time.
  - c) The Director presented the MassNAHRO Newsletter for July. The newsletter had some information in it regarding front office staff training. The State Appointee, Bob Demers, attended a board member training through NAHRO and recommended that the authority front office staff take advantage of this class. He also informed the board that at the training it was mentioned that DHCD may be implementing mandatory board member trainings in the future.

Marc DiFruscia entered the meeting.

**TEWKSBURY HOUSING AUTHORITY**  
**REGULAR MEETING**  
**July 14, 2014**

d) The director informed the board of unit vacancies. Unit 9 Pondview Lane and 22 and 35 Carnation Dr. are vacant. There are no other vacancies at this time.

e) The Villa at Meadowview (202 project) is complete. Tenants are moving in. They seem happy with the new building. There is a list of call back items that need to be addressed with the contractor. The list was sent over to Landmark and they will be in contact with the sub-contractors responsible to address each issue. The Resident Service Coordinator, Ann Sico, has started and her hours will be Mon 1-5, Tues & Wed 9-4 and Thurs 9-2.

f) The director informed the board that the new bookkeeper, Viviana Irizarry, is starting on July 16, 2014. She will be on a probationary period for the first 3 months. Upon a favorable performance review, she will be offered the permanent fulltime position.

g) We are still waiting for the front door at the Carnation Dr. hall. The door was expected to arrive on June 23, 2014 but it is now on back order and is expected on July 15<sup>th</sup>.

h) The Pondview Lane Siding Project continues to progress slowly. There are a lot of punchlist items for each building that needs to be addressed. DHCD advisor, Bob Watt and the architect, Gary Siden, are concerned with the timeliness and quantity of work that is being performed. They remain behind schedule due to unfavorable weather conditions.

i) The director informed the board that the Saunders Circle roof project is underway. It is close to 50% complete. The contractor, PO Roofing, has been great so far. They are working steadily and efficiently on the project. It is expected that they will finish ahead of schedule.

j) The director informed the board that the Delaney Dr. bathroom renovations project is now complete. Both the Certificate of Substantial Completion and Certificate of Final Completion have been submitted by the architect, Raymond Guertin. The architect, housing director and housing maintenance are all pleased with their work.

3. Motion by John Deputat, seconded by Marc DiFruscia to vote to approve the Certificate of Substantial Completion and Certificate of Final Completion as presented by Raymond Guertin Architect. **Upon Roll-Call the motion passed by a vote of 5-0.**

**TEWKSBURY HOUSING AUTHORITY**  
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1) The director updated the board of the ongoing issue with vandalism in the Delaney Dr. Community Hall. The director had someone come out on July 2nd from Arlington Housing Authority to look at the building and see what we would need to order for security equipment. DHCD has an agreement with Arlington housing to have their IT person do the installation of security equipment at other housing authorities as long as the housing authority requesting the work purchases the equipment. We are waiting for a quote from their vendor. In the meantime there was one more incident. On July 11, 2014 a tenant noticed that another tenant, who is suspected of doing the vandalizing, walk into the hall for a short period of time and then left. The other tenant went to the hall and looked around and found that one of the dryer doors was bent. It is not known how or when the dryer door was bent. Maintenance had to call MacGray for a repair.

4. A motion was made by Marc DiFruscia, seconded by Linda Brabant to adjourn the meeting. **Upon Roll-call the motion passed by a vote of 5-0.**

**Meeting adjourned 5:00 P.M.**

**Minutes Approved on 8/11/14**